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AI-Boosted Career Writing: Enhancing Youth Skills In Lebanon

Riad Makdissi, Nermine Masri, Selim Mekdessi
(Faculty Of Economics And Business Administration / Lebanese University, Lebanon)

Abstract:
This research paper delves into the impact of AI-Boosted career writing workshops on the skills, perceptions, and attitudes of young individuals in Lebanon. The workshops covered a range of career writing topics, including crafting CVs, composing cover letters and emails, and considering ethical implications of AI usage. Through a thorough survey approach, data was collected from 400 workshop participants. The findings suggest that participants hold favorable views regarding the effectiveness of AI tools in improving their career writing abilities. They also express confidence in using these tools proficiently and show openness to integrating AI into their writing tasks. Specific AI features were identified as particularly advantageous. However, the study acknowledges limitations such as gender imbalance in the sample and potential biases in self-reported data. Future research should explore the long-term effects of AI integration and identify optimal strategies for incorporating AI tools into career writing practices. Overall, the study highlights the significance of AI-driven interventions in equipping individuals with crucial skills for success in today's job market, while emphasizing the importance of ethical considerations and inclusivity in AI adoption.

Key Word*: AI, career writing, workshops, youth, Lebanon, skills enhancement, perceptions, attitudes, AI tools, ethical considerations, CV writing, Cover letter writing, Email writing.*

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I. Introduction

In today's fast-paced world, Artificial Intelligence (AI) is increasingly making its mark in various aspects of our lives, including how we shape our careers and express ourselves through writing[1]. As AI technologies continue to progress swiftly, there's an increasing curiosity in leveraging them to improve writing abilities, especially among younger individuals[2]. In Lebanon, where the job market is vibrant and fiercely competitive[3], comprehending the influence of AI on writing skills for careers becomes crucial, enabling the younger generation to adeptly steer their professional trajectories.

The current research examines the theme of "AI-Boosted Career Writing: Enhancing Youth Skills in Lebanon." By employing a thorough research methodology, which includes a curriculum on AI-Boosted Career Writing covering areas such as crafting CVs, composing cover letters, drafting emails, and addressing ethical concerns related to AI utilization, our objective is to explore the attitudes and firsthand encounters of Lebanese youth concerning the incorporation of AI technologies into career writing activities.

Our research methodology involves distributing a survey to young participants in Lebanon who have completed the specified course. The survey covers several areas related to the integration of AI in career writing, such as perceptions of AI's influence on writing abilities, levels of confidence in using AI tools, receptiveness to AI-generated recommendations, apprehensions regarding ethical considerations, and expectations of future trends in AI integration.

The survey questions were meticulously crafted to gather detailed insights from respondents, enabling a thorough examination of their perspectives on AI-Boosted career writing. Through analyzing these aspects, our goal is to elucidate the potential advantages, obstacles, and ethical implications linked to the extensive use of AI technologies in career writing endeavors.

This study is important not just for comprehending the present state of AI-Boosted career writing, but also for guiding future actions and policies aimed at empowering young people in Lebanon and other regions. By clarifying the impact of AI on career advancement and writing, we can equip individuals to utilize these technologies effectively while upholding ethical and fair standards in the job market.

II. Literature Review

In today's dynamic and competitive job market, effectively communicating one's skills, experiences, and suitability for a role is crucial[4]. Crafting professional CVs, cover letters, and sending well-written emails becomes crucial in this context[5]. These documents play a vital role in making the initial impression on potential employers,

acting as a gateway to securing interviews and ultimately landing jobs. Despite their significance, many job seekers struggle to create compelling and tailored materials that highlight their qualifications and experiences[6].

Multiple studies have emphasized the critical role that CVs, cover letters, and professional emails play in the job application process[7]. For example, research by Christelle Martin Lacroux (2017) revealed that up to 75% of CVs get rejected by employers due to factors such as poor formatting, spelling errors, and a lack of relevance to the job vacancy[8]. Likewise, Aaron Toscano (2023) emphasized the significance of personalized cover letters, demonstrating that candidates who adapt their cover letters to match specific job criteria have a higher likelihood of securing interview opportunities[9].

Artificial intelligence (AI) technology has emerged as a promising solution to the challenges faced by job seekers in crafting effective career documents[10]. AI-powered career writing tools utilize natural language processing and machine learning algorithms to assess job seekers' data and produce customized resumes, cover letters, and emails that are finely tuned for particular job openings[11].

There are numerous advantages to utilizing AI in career writing[12]. AI tools assist job seekers in producing professional documents swiftly and accurately, reducing the likelihood of rejection due to errors[13]. Additionally, AI algorithms can analyze job descriptions and match candidates' skills and experiences with job requirements, increasing the likelihood of successful applications[14].

The incorporation of artificial intelligence into career guidance services has notable consequences for youth employment[15], especially in regions such as Lebanon, where young people encounter obstacles in securing employment opportunities. AI-powered tools for career writing have the potential to empower young people by equipping them with the necessary resources and assistance to effectively navigate the job market[16]. AI technology improves the competitiveness of young individuals by providing them with professionally crafted documents, thereby enhancing their prospects of obtaining employment[17].

Additionally, research has demonstrated that a considerable portion of CVs face rejection due to factors such as lack of professionalism or failure to align with the job requirements. It's crucial for job seekers to grasp the nuances of applicant tracking systems (ATS) employed by companies globally. Studies reveal that as many as 75% of large companies and a remarkable 98.8% of Fortune 500 firms depend on ATS to streamline their recruitment procedures. These platforms automatically sift through resumes, searching for particular keywords and then ranking candidates based on relevance[18].

Moreover, when assessing resumes, hiring managers have particular irritations. For instance, 77% of them are significantly discouraged by language and spelling errors. Furthermore, an unprofessional email address can dissuade 35% of them, while 34% are deterred by a scarcity of quantifiable results in the applicant's employment history[18].

Crafting a resume to closely match the requirements outlined in a job listing is essential for success. In a considerable proportion of instances (73%), resumes get rejected due to a misalignment between the applicant's work history and the job specifications. Adapting a resume to align with a hiring manager's preferences can substantially enhance the likelihood of securing the position[18].

Paying close attention to detail is crucial when crafting a resume. Nearly 80% of employers acknowledge that they won't even review a resume if it includes spelling or grammar errors. Additionally, 59% of employers would dismiss a candidate solely due to such mistakes[18].

Soft skills, often neglected by job seekers, are a crucial aspect of job applications. Interviewers frequently raise concerns about candidates lacking these essential skills. Moreover, resumes that lack customization or are overly general are likely to be dismissed, highlighting the significance of tailoring one's application to the specific job and company[18].

In the hiring process, initial impressions carry significant weight, with around 20% of hiring managers forming opinions within the first minute of reviewing a resume. To distinguish oneself among numerous applicants, it's crucial to steer clear of typical errors like typos, clichés, and insufficiently quantified achievements. Job seekers can also consider utilizing alternative AI resources to enhance the quality of their writing[18].

Furthermore, the design and format of a resume are pivotal, as 40% of recruiters reject resumes with overly complex layouts. Additionally, ensuring a professional tone and refraining from writing in the third person can improve the likelihood of a resume being favorably received[18].

The information provided underscores the crucial importance of paying careful attention to detail, personalization, and professionalism when crafting a resume. It is essential for job seekers to include these elements to improve their chances of getting interviews and ultimately landing the jobs they desire.

Furthermore, the incorporation of artificial intelligence (AI) technologies in crafting resumes can significantly address the typical challenges highlighted in the data. Through the utilization of AI-driven tools, individuals can prevent language, spelling, and grammar mistakes, customize their resumes to match particular job criteria, and guarantee a refined and professional appearance. This emphasizes the essential contribution of AI in enhancing the caliber and effectiveness of career materials, ultimately boosting prospects in the competitive job landscape.[18].

Although there are potential advantages, incorporating AI into career writing faces various challenges and constraints. Issues such as data privacy, algorithmic bias, and technological barriers have been raised, particularly in how they might impact marginalized communities unfairly. Additionally, depending heavily on AI tools could result in insufficient human oversight, sparking concerns about accountability and ethical obligations[19].

Meeting these challenges involves giving thoughtful attention to ethical considerations throughout the development and implementation of AI-powered tools for career writing. It's crucial to create ethical guidelines and policies that guarantee transparency, fairness, and accountability in the algorithms and decision-making processes of AI[20]. Additionally, there is a necessity for educational programs aimed at informing job seekers about the ethical considerations surrounding AI technology usage, empowering them to make well-informed decisions regarding its implementation[21].

Looking forward, the prospects for AI-Boosted career writing are abundant with opportunities for innovation and collaboration. Advancements in AI technology through ongoing research and development can pave the way for more personalized career writing solutions, improving the efficacy and accessibility of job search tools for youth in Lebanon and other regions. Additionally, collaborations between government agencies, educational institutions, and technology companies can streamline the integration of AI into youth training and development initiatives, thereby fostering economic empowerment and social inclusion among young individuals[22].

In summary, the incorporation of AI into career writing offers a significant chance to bolster the skills and job prospects of young people. Through harnessing AI tools to craft tailored and impactful career materials, youths can surmount obstacles to employment and open doors to success in the workforce. Nevertheless, fully realizing the advantages of AI in career writing requires tackling ethical, privacy, and fairness concerns, and fostering collaborative initiatives to optimize the positive impact of AI technology on youth empowerment and workforce advancement.

III. Research Methodology

To thoroughly explore how Artificial Intelligence (AI) is integrated into career writing tasks and its impact on enhancing the skills of young people, we followed a carefully structured research methodology. This method was designed to ensure that our findings were reliable and trustworthy.

Sample Size Calculation:

The initial phase of our research methodology involved determining the optimal sample size using the Qualtrics sample size calculator. We aimed for a confidence level of 95% and a margin of error of 5%, resulting in an ideal sample size of 370 respondents[23]. However, considering potential attrition or non-response, we increased the sample size to 400 respondents. Following the announcement of the AI-Boosted career writing course on Centre MINE's social channels, a total of 593 individuals registered for the course. Among them, 417 actively participated in the course sessions conducted via Microsoft Teams. Subsequently, 400 participants completed the evaluation form, offering valuable feedback on their experience and insights into the course's effectiveness.

Course Description:

A specialized program focused on leveraging AI for career writing was meticulously developed and delivered by a Future Skills Expert and Capacity Building Master. The course aimed to equip participants with comprehensive skills and knowledge in utilizing AI tools for optimizing various aspects of career documentation.

The course consisted of four modules, each dedicated to different facets of career writing enhanced by AI technology. Module 1, named "AI-Boosted CV Writing," provided an introduction to the basics of AI technology and its utilization in contemporary CV development. Through practical exercises, participants acquired skills in employing AI-driven resume builders to create polished CVs effectively.

Module 2, "Crafting Persuasive Cover Letters," emphasized the importance of personalized cover letters in job applications and how AI can enhance their customization. Through practical exercises, participants learned to tailor AI-generated cover letter templates to specific job requirements, refining their application strategies.

Module 3, titled "Enhancing Email Communication with AI," centered on the significance of professional email exchanges in advancing one's career. Attendees were taught how to utilize AI writing assistants to polish email drafts, enhancing clarity, grammar, and tone when communicating with prospective employers.

The final module, "Ethical Considerations and Best Practices," delved into the ethical use of AI tools in career writing. Through engaging discussions, participants explored potential biases and ethical dilemmas inherent in AI-Boosted writing, emphasizing the importance of maintaining authenticity and integrity.

Throughout the course, participants engaged in theoretical learning, hands-on demonstrations, and interactive exercises, fostering a dynamic and enriching learning environment. The trainer facilitated discussions, offered guidance, and addressed participant inquiries, ensuring a robust learning experience.

Survey Administration:

After the course concluded, attendees were encouraged to take part in a survey aimed at gauging their views, encounters, and perspectives regarding the integration of AI in tasks related to career writing. The survey was conducted digitally through Google Forms to streamline the process of data gathering and organization.

Survey Design:

The survey's questions were carefully crafted to gather information on a wide range of topics, such as how AI tools are perceived to affect career writing abilities, how confident respondents are when using AI tools, whether they are receptive to suggestions from AI, what ethical concerns they have, and what trends they expect to see in AI integration in the future. To aid in quantitative analysis, both closed-ended and Likert scale questions were included.

Ethical Considerations:

The study followed ethical principles and guidelines concerning research with youth participants. Prior to their involvement, all participants provided informed consent, ensuring their participation was voluntary and informed. Confidentiality and anonymity were guaranteed, with responses anonymized during data analysis to safeguard privacy.

The systematic research methodology facilitated a thorough exploration of the survey participants' opinions and beliefs regarding AI integration in career writing tasks. The research aimed to generate meaningful insights to improve understanding of AI's role in career development and writing, employing a meticulous and rigorous approach to data collection and analysis.

IV. Results And Discussion

Demographic Information

The survey data shows that 85% of the participants were female, while 15% were male. The observed gender distribution in the survey results is influenced by the course's connection with a Swiss non-profit association focused on empowering marginalized women in the Arab world. The association strives to provide women with vital life and work skills, as well as enhance their employability and entrepreneurship capabilities, while equipping them with tools to tackle challenges.

Furthermore, the majority of participants, constituting 78%, identified themselves as unemployed, while 13% reported being employees, and 9% stated they were self-employed. This distribution highlights a significant portion of participants currently not engaged in formal employment, reflecting the challenges faced by individuals seeking job opportunities in the current economic landscape, particularly in Lebanon. It also indicates the targeted outreach efforts of the course, which aim to reach individuals actively seeking employment or career advancement opportunities.

Perceived Impact of AI Integration

In the survey, a notable 52.00% of participants expressed agreement with the statement that AI tools significantly contribute to enhancing their career writing skills, with an additional 45.00% strongly agreeing.

These results suggest that most participants share a common belief in the beneficial impact of AI tools on their writing skills for work. This widespread agreement highlights the perceived effectiveness and value of AI-driven technologies in enhancing individuals' abilities to create professional documents.

Moreover, the data indicates varying perspectives on the impact of AI tools on the quality of participants' CVs, cover letters, and email writing.

The majority of participants, with 49.00%, strongly agree that AI tools have significantly improved the quality of their CVs, cover letters, and email writing. Additionally, 47.00% of respondents agree with this assertion. Meanwhile, only a small percentage of participants disagreed or remained neutral in their opinion, with 1.00% expressing disagreement and 3.00% remaining neutral.

These results highlight a common belief among most respondents about the beneficial influence of AI tools on the excellence of their professional documents. The substantial number of participants who strongly support this notion indicates a broad acknowledgment of AI's efficacy in improving resumes, cover letters, and email content. This underscores the importance of AI-powered technologies in boosting writing skills for career advancement.

Self-Evaluation of Writing Skills Improvement

Research findings demonstrate a notable surge in participants' confidence levels regarding communicating their skills and experiences through their CVs after attending the workshop. The data indicates that 42.00% expressed high confidence, followed by 28.00% feeling very comfortable, and 25.00% reporting moderate comfort. In contrast, only 5.00% felt slightly confident, with none indicating no confidence at all.

These results suggest that after attending the workshop, participants generally experienced an increase in confidence, indicating that the workshop likely provided them with the skills and understanding needed to improve their ability to write CVs.

Furthermore, the analysis reveals varying levels of confidence in customizing cover letters for different job applications post-workshop. A majority (53.00%) felt very confident, while 24.00% reported being very comfortable. Additionally, 19.00% indicated moderate comfort, with only 4.00% feeling slightly confident. Remarkably, none expressed a lack of confidence.

These findings underscore participants' enhanced confidence in tailoring cover letters post-workshop, implying that the workshop likely equipped them with valuable techniques and strategies to adeptly customize their cover letters, thereby improving their overall job application proficiency.

AI Tool Utilization

Following the workshop, participants' post-workshop intentions regarding the use of AI tools for career writing tasks showcased a spectrum of perspectives. Notably, the largest proportion, accounting for 37.00%, expressed their intent to utilize AI tools frequently, with an additional 22.00% planning to use them very frequently.

Moreover, 20.00% of respondents indicated a commitment to always leveraging AI tools, while 12.00% mentioned they would use them intermittently. A further 8.00% outlined their intention to employ AI tools on occasion.

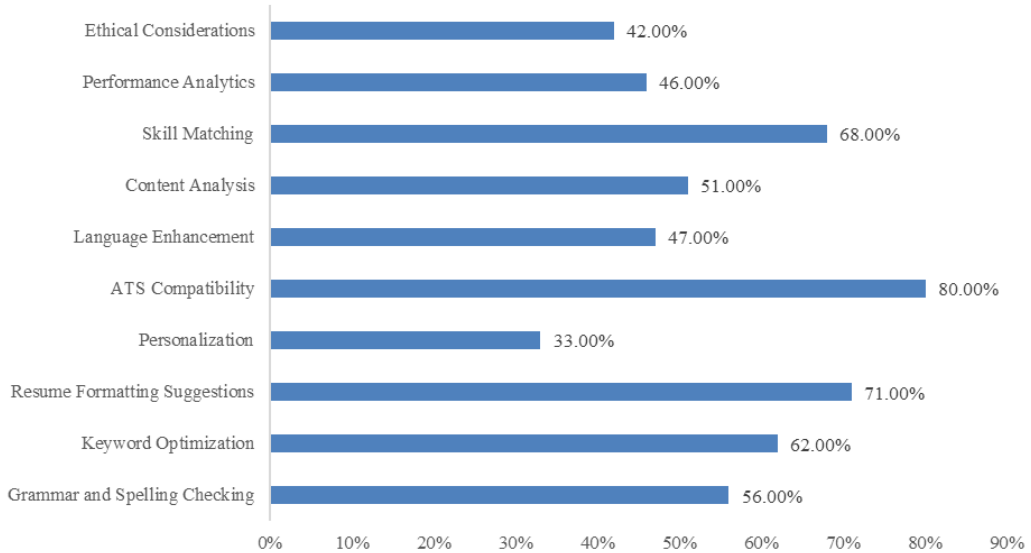
Conversely, a mere 1.00% of participants suggested they would rarely resort to AI tools, with none declaring they would never utilize them.

These findings underscore a significant eagerness among participants to incorporate AI tools into their career writing workflows post-workshop. The majority signaled a preference for frequent or very frequent usage, indicating a perceived value and efficacy of AI-driven solutions in enhancing career writing skills.

Figure no 1 visually represents the features of AI tools identified by participants as particularly beneficial for augmenting career writing tasks. These features are pivotal in shaping participants' perceptions and preferences regarding AI integration in their professional activities. By highlighting the advantages of AI tools, the figure provides valuable insights into the functionalities participants prioritize when utilizing AI for career writing.

The prominence of ATS compatibility underscores the importance participants place on ensuring compatibility with applicant tracking systems. This is closely followed by features such as resume formatting suggestions, skill matching, and keyword optimization. Additionally, aspects like content analysis, grammar and spelling checking, and language enhancement garnered notable attention, illustrating the diverse array of benefits perceived in AI tools for career writing tasks.

Figure no 1: Most beneficial features of AI tools for enhancing career writing tasks.



Ethical Considerations

The examination of participants' viewpoints on ethical considerations linked to AI usage in career writing tasks unveiled a range of perspectives. A significant majority expressed varying degrees of concern, with 43.00% indicating a moderate level of concern and 31.00% expressing slight apprehension. Conversely, 22.00% reported no concern at all, while only a small fraction expressed heightened levels of concern, with 2.00% each indicating being very concerned and extremely concerned.

These findings emphasize the importance of acknowledging ethical implications when incorporating AI tools in career writing tasks. They underscore the need to develop strategies to address these concerns and establish appropriate safeguards to ensure responsible and ethical AI utilization in professional settings. By recognizing and proactively mitigating potential ethical dilemmas, participants can foster trust and confidence in the integration of AI technologies in career-related activities.

Attitudes Towards AI Integration

Upon probing the future integration of AI into career writing tasks, respondents shared insightful perspectives:

An overwhelming 57.00% of participants strongly affirmed, with an additional 41.00% in agreement, signaling a prevailing consensus on AI's increasing role in career writing. The absence of dissenting views further solidifies this agreement, with 0.00% expressing disagreement.

These responses underscore a shared anticipation of AI's expanding influence in career writing. The unanimity reflects a collective recognition of AI's potential to reshape professional landscapes, emphasizing the need for individuals to embrace AI to stay competitive.

Regarding comfort levels with AI's involvement in career writing, responses varied:

A significant 35.00% reported feeling very confident, followed closely by 32.00% expressing high comfort levels. Additionally, 24.00% indicated moderate comfort. Conversely, 7.00% felt slightly confident, with only 2.00% reporting no confidence.

The data highlight a generally positive attitude toward AI's role in career writing, with many participants displaying confidence or comfort. This suggests a growing acceptance of AI's potential to enhance writing processes.

Exploring attitudes toward AI-generated suggestions to improve writing style, the majority (50.00%) showed strong openness, with 28.00% extremely receptive. Additionally, 22.00% displayed moderate openness.

Notably, none of the respondents reported slight openness or complete resistance to AI-generated suggestions.

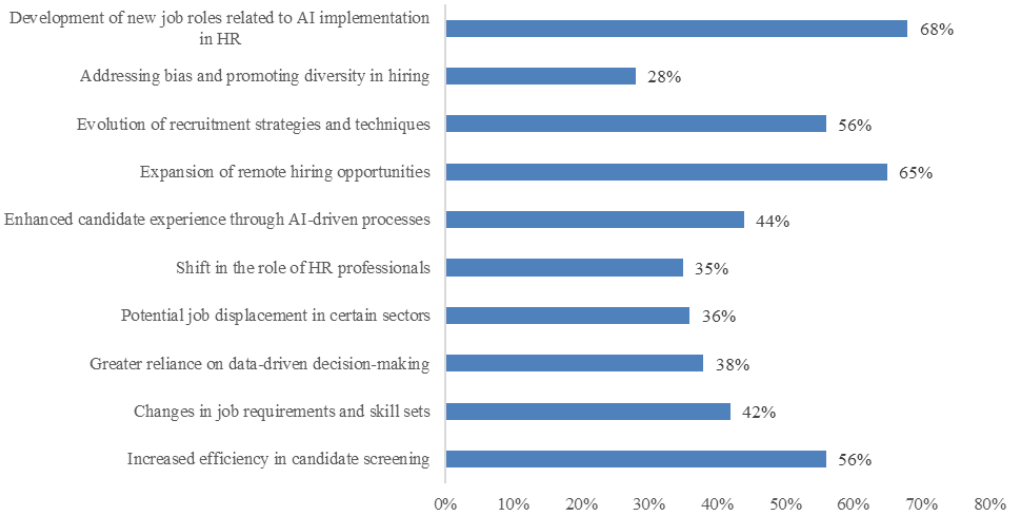
Overall, these findings underscore participants' readiness to embrace AI as a tool for refining writing skills. The high levels of receptiveness indicate a willingness to leverage AI-driven tools for improvement.

Long-term Impact Assessment

Participants were tasked with forecasting the potential effects of AI integration on the job market and hiring practices.

Figure no 2 shows participants' expectations concerning the diverse impacts of AI integration on the job market and hiring practices. The majority of participants, constituting 68%, envision the emergence of novel job roles linked to AI implementation in HR, signifying an acknowledgment of AI technologies' transformative potential in reshaping HR functions. Moreover, a notable portion of participants anticipate an expansion of remote hiring opportunities (65%) and heightened efficiency in candidate screening (56%), underscoring aspirations for more streamlined and accessible recruitment processes. Other anticipated ramifications include shifts in job requirements and skill sets, the evolution of recruitment strategies, and efforts towards mitigating bias and fostering diversity in hiring. These findings reflect a broad spectrum of expected effects stemming from the integration of AI into HR practices.

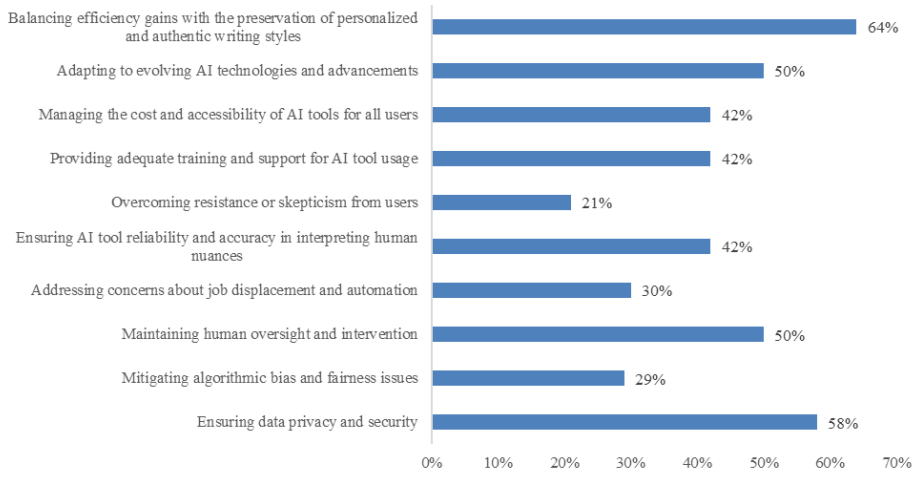
Figure no 2: Anticipated Impact of AI Integration on Future Job Market and Hiring Practices.



Furthermore, participants were also asked to identify any anticipated challenges associated with the widespread adoption of AI tools in tasks related to career writing.

Figure no 3 highlights the wide array of challenges anticipated with the extensive utilization of AI tools in career writing tasks. The majority of participants, comprising 64%, anticipate difficulties in striking a balance between efficiency improvements and the preservation of personalized and authentic writing styles. This suggests concerns about maintaining individuality and authenticity amidst automated processes. Additionally, significant proportions of participants expressed concerns regarding data privacy and security (58%), the necessity for human oversight (50%), and the need to adapt to evolving AI technologies (50%), highlighting the complexity of challenges associated with integrating AI into career writing tasks. Other noteworthy challenges include the provision of sufficient training and support for AI tool usage (52%) and managing the costs and accessibility of AI tools (42%), emphasizing the importance of addressing practical and organizational considerations in the adoption of AI technologies.

Figure no 3: Foreseen Challenges with Widespread Adoption of AI Tools in Career Writing Tasks.



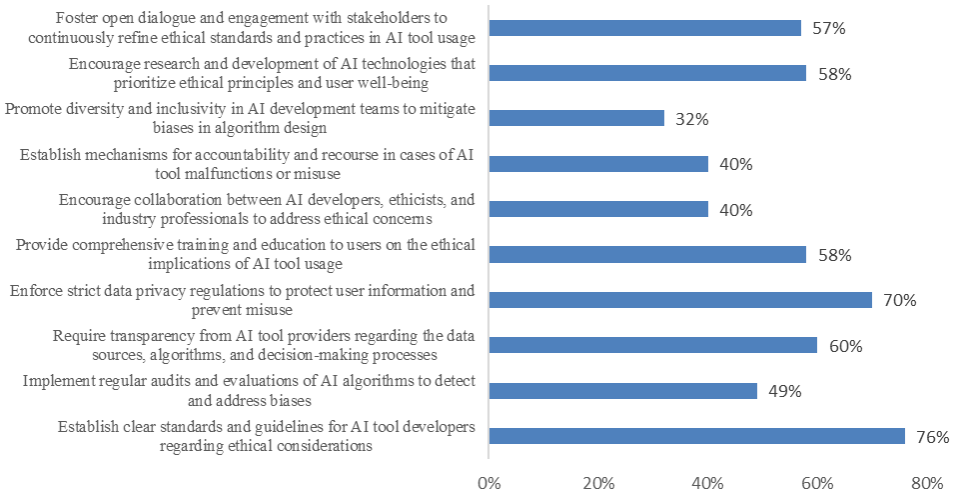
Suggestions for Ethical Guidelines

Participants provided insights into the ethical implications of integrating AI into career writing, offering suggestions for guidelines and policies to ensure responsible and ethical AI utilization.

Figure no 4 highlights the proposed measures by participants to foster ethical considerations in the development and deployment of AI tools for career writing tasks. With 76% of participants advocating for the establishment of clear standards and guidelines for AI developers concerning ethical considerations, there is a notable consensus on the significance of ethical frameworks in AI development. Moreover, recommendations

such as enforcing data privacy regulations, advocating for transparency, and offering education on ethical implications underscore the variety of strategies required to ensure ethical AI usage.

Figure no 4: Recommended Guidelines and Policies for Ethical Use of AI Tools in Career Writing.



Future Trends and Predictions

Participants' responses regarding the likelihood of AI tools replacing human resume writers in the future spanned a spectrum of viewpoints. While 45% expressed optimism about AI's potential to supplant human writers, 15% were skeptical. Another 20% remained neutral, and the remaining 20% believed AI's takeover was highly probable.

Similarly, when assessing the societal impact of widespread AI integration in career writing tasks, participants leaned towards a positive outlook. A significant majority (65%) viewed this integration positively, with an additional 15% considering it very positive. Conversely, only a minority rated the impact as negative or very negative, indicating a generally low level of pessimism regarding AI's role in career writing.

V. Conclusion

This study aimed to explore the effects of AI-Boosted career writing workshops on participants' skills, attitudes, and perceptions regarding the integration of AI tools in career-related tasks. Through a thorough survey of workshop attendees, several significant findings emerged.

The main goal was to assess how effective these workshops were in improving participants' career writing abilities and their understanding of AI tools. Results showed that most participants had positive experiences and perceptions of the workshop's impact on their skills. They acknowledged the usefulness of AI tools in enhancing the quality of their CVs, cover letters, and emails, as well as boosting their confidence in effectively communicating their qualifications and experiences.

Moreover, participants showed a willingness to incorporate AI tools into their future career writing endeavors, citing benefits such as grammar and spelling checks, resume formatting suggestions, and compatibility with applicant tracking systems (ATS).

However, it's important to consider some limitations. The sample had a gender imbalance, skewed towards female participants, which could affect the reported outcomes. Additionally, reliance on self-reported data might introduce biases or inaccuracies. Future studies should aim for more diverse participant samples and employ objective measures of skill enhancement.

Looking ahead, research could delve into the long-term effects of AI-based career writing workshops on participants' career trajectories. It could also explore optimal strategies for integrating AI tools into career writing tasks, informing workshop design and implementation.

Practically, the study underscores the significance of AI-Boosted career writing workshops in equipping individuals with crucial skills for navigating today's job market. By leveraging AI effectively, individuals can enhance their competitiveness and adaptability in a digitally driven workforce.

This research adds to the expanding literature on AI's role in career development, emphasizing the potential of AI-based interventions in empowering individuals to pursue their professional goals. As AI continues to reshape various aspects of society, including career writing, it's essential to embrace these technological advancements while upholding ethical standards and fostering inclusivity.

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